

**ANNUAL & ORGANIZATIONAL MEETING  
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS  
201 SELMA AVENUE, ENGLEWOOD, FL 34223  
JANUARY 9, 2025 @ 8:30 A.M.**

**Board of Supervisors:**

Lani Gaver, Chair  
Taylor Meals, Vice-Chair (absent)  
Robert C. Stern, Jr.  
Sydney B. Crampton  
Tony Babington

**Staff:**

Keith R. Ledford, Jr., P.E., Interim Administrator (absent)  
Robert H. Berntsson, District Counsel  
Dewey Futch, Water Operations Manager  
David Larson, Wastewater Operations Manager  
Lisa Hawkins, Finance Director  
Teresa Herzog, Executive Assistant

Finance Director, Lisa Hawkins conducted the meeting in Interim Administrator, Keith Ledford's absence.

1. The meeting began with the Pledge of Allegiance and roll call to establish a quorum.
2. **ANNOUNCEMENTS** – Additions or Deletions – Action Items 7a and 7b were added.
3. **PUBLIC INPUT** – 1800 Shadow Lane #1, Arthur Reyes 707-732-7062 – Mr. Reyes provided a letter, addressed to the Chair, concerning a water leak at his property asking for additional relief on the bill. Short discussion took place with the Board in agreement that the original adjustment given in October would be rescinded and the adjustment would be applied to the higher bill received in November.

Ms. Crampton moved, “**make a motion to be able to adjust the higher bill and make sure he contacts his plumber,**” seconded by Mr. Stern.

**UNANIMOUS**

**25-01-09 A**

4. **PRESENTATIONS** – with gratitude, Chair Gaver presented the following service awards;
  1. Information Systems Technician, Maurice Tindell – 15-years
  2. Board Member Sydney B. Crampton Seat #3 – 25-years
5. **CONSENT SECTION** – Chair Gaver called for a motion to approve. Mr. Stern moved, “**to approve the consent agenda as presented,**” seconded by Mr. Babington.
  - 5a. Ratification of 2025 Offices  
***Recommended Action:*** Ratify the elected Officers; Ms. Gaver as Chair and Mr. Meals as Vice-Chair.
  - 5b. Ratification of 2025 Schedule of Board Meetings  
***Recommended Action:*** Ratify the CY’25 Board Meeting & CY’26 Annual/Organizational Meeting Schedule.
  - 5c. Minutes of the Regular Meeting dated December 12, 2024  
***Recommended Action:*** Approve the meeting minutes.

5d. Big W Law Invoice dated January 2, 2025

**Recommended Action:** Approve payment of the attorney's invoice in the amount of \$1,725.00.

5e. Oertel, Fernandez, Bryant & Atkinson Invoice dated November 30, 2024

**Recommended Action:** Approve payment of the attorney's invoice in the amount of \$500.00.

**UNANIMOUS**

**CS 25-01-09 A through E**

6. **DISCUSSION**

6a. Employee Handbook Update – Chair Gaver called for discussion. Mr. Babington requested a copy of the Severe Weather Policy and the Emergency Reaction Plan referenced in the handbook and Ms. Crampton questioned the legal ramifications of the medical marijuana policy. Chair Gaver then asked the Board to meet with staff with any questions or suggestions before the February board meeting.

7. **ACTION ITEMS**

7a. FDEP Grant Agreement Amendment No.1 For South WRF Electrical Upgrade Project – Ms. Hawkins introduced the item. Because there have been delays in this project, we are asking for an extension and it requires execution by the Chair.

Mr. Stern moved, “**to approve,**” seconded by Ms. Crampton.

**UNANIMOUS**

**25-01-09 B**

*Full motion read:* To authorize the Chair to sign Amendment No. 1 to the FDEP Standard Grant Agreement for the EWD South Water Reclamation of Facility Electrical Upgrade Project.

7b. Delegation of Signing Authority – Mr. Hawkins introduced the item. Board approval is necessary for Interim Administrator, Keith Ledford to act as the Authorized Agent to sign agreements and any necessary FEMA documents related to DR4834 Hurricane Milton and DR4828 Hurricane Helene.

Mr. Babington moved, “**to make a motion,**” seconded by Mr. Stern.

**UNANIMOUS**

**25-01-09 C**

*Full motion read:* To authorize the Chair to sign the delegation letters pertaining to necessary documents concerning DR4834 Hurricane Milton and DR4828 Hurricane Helene.

8. **INTERIM ADMINISTRATOR'S REPORT** – Keith R. Ledford, Jr., P.E. (absent)

**8a. WATER OPERATIONS MANAGER – Dewey Futch**

**Production:**

- Total send out for December 2024 was 89.0 MG/2023 was 87.2 MG.

- Average send out was 2.87 MGD/2023 was 2.81 MGD. High send out was 3.17 MGD/2023 was 3.12 MGD. Rainfall for 2024 was .5"/2023 was 3.01".
- Operators were doing maintenance and normal operations, nothing major to report.
- There is a crack in the foundation of one of the treater; the manufacturer is assessing the damage and will be providing a report detailing the repairs needed. It is currently out of service.

**Distribution:**

- Distribution had 4 incidents to report;
  - 1) On 12-1 a 6" water main on Manasota Key Rd broke, no PBWN was issued.
  - 2) On 12-10 a fire hydrant was replaced in S. River Rd, two-day bacteriological testing was done and the hydrant was back in service on 12-22.
  - 3) On 12-18 a 6" water main on N. Elm St broke, no PBWN was issued.
  - 4) On 12-29 a 2" water main on Aqua View Ln, no PBWN was issued.
- New meter sets were 12 single family; 12 ERCs.
- 86 radio-read heads were replaced.
- 63 customer requested turn-ons were completed.

**8b. WASTEWATER OPERATIONS MANAGER – David Larson**

**WRF:**

- The average daily flow for December 2024 was 1.39 MGD, approximately 200K less than the same as last year, with a peak flow of 1.78 MG. 300K more than the day before caused by 3/10" of rain.
- The WRF headworks project is ongoing. Currently there is an issue with the new automatic transfer switch for the generator. The company rep will be onsite Monday to assess the situation.
- Normal operations and maintenance are ongoing.

**Collections:**

- Crews replaced 2 vacuum pits and installed 1 new one.
- Since the storms staff has been looking for broken vents and clean outs, fixing what they can and compiling a list of the ones that require locates to do the work. Clean up on the Key is still creating issues as they have now broken 3 manholes which require us to not only repair the manholes, but also jet out all the lines due to sand entering the system and one lift station was found packed with sand & shell.
- The V-1 station is operational, although there is an automatic transfer switch issue and an issue with the alarms that are being addressed.

- Mr. Larson also reported that additional staff in the Collections department is needed to complete all the work caused by hurricanes. He recommended hiring more staff or using outside contractors to complete the work, with additional staff being hired as his preference. The board agreed this should be addressed.

**8c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E. (absent)**

**8d. FINANCE DIRECTOR – Lisa Hawkins**

**Financial Statements:**

- December – operating revenues were \$5.629M up \$335K from last year and operating expenses were \$4.323M, \$544K less than last year leaving an operating surplus of \$1.305M.

**Investment Statements:**

- December – we had \$18.119M invested with RBC and \$2.693M in cash at Centennial Bank for a total of \$20.812M. Cash went up \$1.6M with \$750K being received from the state for a grant that was recognized as revenue for FY24 and \$650K received for capital fees for Coco Bay Phase 3.

9. **ATTORNEY’S REPORT** – Robert H. Berntsson – the North Port/Wellen Park discussion will take place at either a workshop or the February meeting.

10. **OLD BUSINESS** – None

11. **NEW BUSINESS** – None

12. **PUBLIC COMMENT** – ANY TOPIC – None

13. **BOARD MEMBER COMMENTS** – all board members congratulated Ms. Gaver on being the chair for 2025.

14. **ADJOURNED** @ 9:09 AM



Taylor Meals-Vice Chair

APPROVED

/tlh